

# **CITY OF TUALATIN**

## **Classification Description**

**Job Title:** Parks Maintenance Supervisor  
**Department:** Operations  
**Reports To:** Operations Director  
**FLSA Status:** Non Exempt

**SUMMARY:** Coordinates, assigns, supervises, directs and inspects the operation and maintenance of the City's parks, greenways, and grounds; gives instructions as to work plans, reviews work in progress and upon completion inspects for conformance to production and quality standards; does related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

Prepares short and long term projects and work assignments; maintains records of materials and equipment used and work accomplished; maintains time sheets and other work and personnel reports as required; evaluates and reports monthly state pesticide and wetlands reports to the Division of State Lands.

Assigns work to maintenance employees, directs and supervises park, greenway, and ground projects which includes mowing, edging, fertilizing, watering, planting, pruning, pesticide application, raking, weed control, water quality, playground inspections and other related tasks.

Tours areas to assess development possibilities and determine maintenance needs.

Order supplies. Develops specifications and receives and analyzes various bids for the purchase of park maintenance vehicles, equipment and materials. Prepares, negotiates and administer contracts with vendors for various related activities.

Participates in the design and review of landscape plans to ensure the efficient implementation by maintenance employees and contractors engaged in landscaping projects.

Receives and handles inquiries, requests, and complaints from citizens relating to the parks and building grounds, greenways, street trees, operations, and maintenance functions.

Recruits, hires, trains and evaluates full and part-time personnel to perform work related to the parks maintenance division.

Develops the parks maintenance division annual and five-year budgets and long-range plans for review by operations director.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

**SUPERVISION:** Directly supervises employees in the Parks Maintenance division.

**COMPETENCY:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Designs work flows and procedures.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Oral Communication - Speaks clearly and persuasively in positive or negative situations.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Delegation - Delegates work assignments; Sets expectations and monitors delegated activities.

Quality Management - Looks for ways to improve and promote quality.

Cost Consciousness - Works within approved budget.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Planning/Organizing - Prioritizes and plans work activities; Organizes or schedules other people and their tasks.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment.

Safety and Security - Observes, and ensures subordinates observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures subordinates use, equipment and materials properly.

Adaptability - Manages competing demands.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Certificates, Licenses, Registrations:** Possession of, or the ability to secure possession of within six months, a valid Oregon commercial driver's license, an Oregon pesticide applicator's license, an OPRS certification as a technician, and First Aid and CPR certification. Specific assignments may require possession of, or the ability to secure, state certification for performing assigned duties.

**Other Skills and Abilities:** Considerable knowledge of the materials, equipment, methods and techniques used in the construction, maintenance and operations of parks, greenways, grounds and other related projects. Considerable knowledge of plants, shrubs, trees, etc., and how to care for them. Considerable knowledge of pesticides, fertilizers, and irrigation installation and repair.

Considerable skill in identifying the tasks, methods, materials, equipment and safety procedures utilized in the proper execution of construction, maintenance and horticulture activities.

Ability to plan, review and supervise subordinates performing various functions related to the general field. Ability to maintain accurate inventory, personnel and work records. Ability to establish and maintain effective working relationships with contractors, manufacturer's representatives, public officials, City employees and the general public.

**EDUCATION AND/OR EXPERIENCE:** A minimum of five years of progressively responsible experience in the park maintenance/construction field, including a minimum of two years of full-time supervisory work. Education equivalent of high school graduation, with two years of additional education or training in park management or related field. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms;

stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit; climb or balance and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud.